



City Of Raleigh
North Carolina

COMMUNITY DEVELOPMENT DEPARTMENT
GUIDELINES & APPLICATION

COMMUNITY ENHANCEMENT
PROGRAM

FISCAL YEAR 2008-09

APPLICATION GUIDELINES
COMMUNITY ENHANCEMENT PROGRAM
CITY OF RALEIGH
COMMUNITY DEVELOPMENT DEPARTMENT
Fiscal Year 2008-09
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Application follows these instruction pages.

INTRODUCTION

The City of Raleigh announces the availability of funds for fiscal year 2008-09. These funds are available to non-profit and faith based organizations who may apply for funding through a competitive application process. Funds from the City's Community Development Block Grant (CDBG) program totaling approximately \$200,000 will be available.

The Community Enhancement Program is competitive. The Community Enhancement Program is designed to support small community-based neighborhood improvements, innovative services, and community planning activities that will serve low- and moderate-income individuals and neighborhoods or aid in the prevention of slums or blight. These funds will support the implementation of target area plans, respond to other identified needs, or demonstrate innovative project models.

THESE PROJECTS ARE NOT DESIGNED TO MEET HOUSING NEEDS. The City has other programs and funds to address housing. Housing proposals should be submitted in response to the Request for Proposals through the Joint Venture Loan Program (RFP available upon request).

The primary objective of the CDBG program is to develop viable communities by providing decent housing, suitable living environments and economic development opportunities, principally to low- and moderate-income residents. Goals and objectives for the City's CDBG and HOME programs can be viewed in Raleigh's Five-Year Consolidated Plan for CDBG and HOME. The City's Five-Year Consolidated Plan can be viewed at www.raleighnc.gov > Publications > Community Development > Consolidated_Plan_final.pdf.

Additional information on project and application requirements is contained here, in the Application Guidelines, including an Application for Funding. Be sure to follow these guidelines when completing the application for funding. Applications that are incomplete will not be considered for funding.

Factors considered in recommending funding include:

- Clear and feasible goals and objectives
- Community impact of proposed activity
- Other funding committed to the proposed activity
- Measurable outcomes of proposed activity
- Specific plans for measuring the benefits to be gained from proposed activity
- Budget/cost effectiveness
- Coordination/collaboration with ongoing neighborhood revitalization efforts or other local activities that promote economic self-sufficiency and/or community improvement.

THRESHOLD REQUIREMENTS AND PRIORITIES

The following criteria are minimum thresholds for consideration of an application. No points will be awarded in this section, but meeting these basic criteria is necessary for the application to be considered for further evaluation. If the City determines that the application does not meet one or more of the criteria listed below, it will not be evaluated.

Applicant Requirements and Priorities

- a) Proposed projects must meet at least one of the CDBG national objectives and priority will be given to projects serving Redevelopment Areas or low-income areas in Raleigh.
- b) Funding under this program is available only to non-profit organizations that have received an IRS Section 501(c)(3) tax-exempt designation from the Internal Revenue Service or to faith-based organizations as outlined in HUD's "Equal Participation of Faith-Based Organizations; Final Rule," dated July 9, 2004.
- c) If an applicant is delinquent on the repayment of a City loan, is currently in default on a City mortgage, or is delinquent in any required reporting or monitoring activities, the proposal will not be evaluated until the delinquent items are corrected.
- d) Priority will be given to organizations not previously funded by this program. Applicants who have received funds in the past: 1) must be in good standing with the City's Community Development

Department and their projects must be progressing in accordance with the schedule developed for the project.; 2) may not receive another award under this initiative unless previous awards are at least 75% complete at time of application (i.e., $\geq 75\%$ of award is drawn down and expended by submission deadline); and 3) may not apply to continue the implementation of a previously-funded project (i.e., these funds are not renewable).

- e) An organization whose projects were funded by this grant for two consecutive years is not eligible for any funding in the third year.
- f) The applicant must have an adequate financial management system in place to maintain effective control and accountability over all funds, property and other assets covered by this proposal.
- g) The applicant must have an adequate financial management system in place to produce sufficient backup documentation for costs of the project.
- h) The applicant must have the ability to maintain sufficient books, records, documents, and files for review and audit.
- i) The applicant must have adequate internal management procedures and separation of duties to prevent fraud and abuse.
- j) The applicant must not have outstanding audit deficiencies, or disallowed costs from previous projects or activities.
- k) Organization must have a Board of Directors that meets on a regular basis (monthly preferred).
- l) City portion of project budget may not exceed 40%.

MAILING AND CONTACT ADDRESS

Deliver by hand or mail a printed original with required signatures, one Word or RTF formatted electronic copy of the application, and one hard copy set of supporting documentation e.g. fiscal reports, to:

City of Raleigh
Community Development Department
310 West Martin Street
P.O. Box 590
Raleigh NC 27602
919-857-4330

Contact: Joe Rappl
Voice 857-4343
joseph.rappl@ci.raleigh.nc.us

APPLICATION DEADLINE AND SCHEDULE

DEADLINE FOR RECEIPT BY THE CITY OF RALEIGH IS: April 30, 2008

A Review Team will evaluate requests from eligible organizations and present allocation recommendations to the Raleigh City Council. The schedule (subject to revision) is as follows:

January 15, 2008 - Application and guidelines for 2008-09 available upon request

Application Workshops:

Workshops are designed for organizations that have little experience in working with the City or preparing grant applications. Although not required, applicants are encouraged to attend to have questions answered.

**Friday February 15, 2008 (2:00 – 3:00 p.m. - individual questions until 3:30 p.m.)
Council Chambers, Room 201, second floor Raleigh Municipal Building
222 West Hargett Street, Raleigh NC 27601.**

**Thursday February 21, 2008 (2:00 – 3:00 p.m. – individual questions until 3:30 p.m.)
Raleigh Business and Technology Center, 2nd floor board room, 900 S. Wilmington Street, Raleigh NC 27601.**

April 30, 2008 - Applications from organizations due by 4 p.m.

May and June - Technical review of eligible applications by staff

As needed - Interviews by Review Team with agencies

June or July - Staff presents recommendations to Budget and Economic Development Committee. Agencies will be notified of recommendations prior to this meeting.

July or August - Staff presents recommendations of Budget and Economic Development committee to City Council

As soon as approved by City Council – Contracting process begins for approved projects.

APPLICATION FORMAT AND LENGTH

The application contains self-adjusting boxes that you use when filling out questions requiring narratives. The application process will work best if completed on a computer using Microsoft Word 97 or above. Table cells can be added by hitting the tab key when the cursor is located in the last table cell. Contact the Community Development Department if you wish to apply and do not have the ability to process this application on a computer.

With self-adjusting narrative boxes, expandable tables, and an electronic format, organizations may be tempted to “cut and paste” large amounts of text or develop extensive narratives to “tell the whole story”. Please use the SMART and KIS principles when filling out the entire application.

SMART – Specific, Measurable, Attainable, Realistic, Time-Specific
KIS – Keep it Simple

There is no length restriction for your application but vague or lengthy applications that do not follow the above principles will be returned to the organization for revision.

FUNDS EXPENDITURE SCHEDULE

Awarded funds not spent within 18 months of contract start date will be recaptured by the City of Raleigh. If no funds have been expended within twelve months, the entire project will be cancelled and all funds will be recaptured.

SELF-EVALUATION BY APPLICANTS (do not submit with application)

Check each line item to determine number of points for each of the sections. CD staff will perform an evaluation of all applications received, but this page will give your organization some sense of how your application may fare in the competition.

1. Basic Requirements (No Points - threshold)

(Note: Applications received after the deadline or grossly incomplete will not be considered for review)

- Application submitted on time, complete, signed and accurate _____
- Confirmation of 501(c)(3) non-profit status by the IRS or faith-based organization letter _____
- IRS 990 attached _____
- Request for City to fund less than 40% of project _____
- Only project specific salaries and costs proposed for City funding _____
- Project or Program provides a **new or expanded service** _____
- Application is not a continuation of a previously-funded project _____
- Does not duplicate a service that is provided by other governmental or non-profit agencies _____
- Organizational chart attached and complete _____
- Board of Directors list attached _____
- Letters of Support appropriately compiled _____
- Other _____

2. Fiscal Responsibility (25 points)

- Audit attached or on file; no significant adverse audit or review findings _____
- Budget is reasonable and realistic _____
- Diversity of funding sources _____
- Documentation of non-city funds included _____
- Clear financial need is represented _____

3. Project (50 Points)

- Project goals and objectives are clearly defined and measurable, and demonstrate a positive impact on the community _____
- Meets an objective of the City's Five-Year Consolidated Plan _____
- Clear description of project provided _____
- Serves low/moderate-income clientele or addresses blight _____
- Project schedule and costing is realistic _____

4. Administration (20 Points)

- Mission statement is clear and concise _____
- Agency has a track record of at least one year in project area _____
- Minimum of five members on Board of Directors _____
- No conflict of interest by board members or faith-based entity _____
- Use of volunteers and collaboration with other agencies _____
- Stable, trained, experienced, certified management staff _____
- Citizen involvement including CAC in determining needs _____

5. Attended an Application Workshop (5 Points)

TOTAL POINTS _____

APPLICATION INSTRUCTIONS

CHECKLIST

- A. Before submitting your application, review the checklist on the first page of the application to be sure you have completed all items. Put an “**X**” next to each item, when it has been completed to your satisfaction. Community Development staff will review each application. Grossly incomplete applications will not be considered for funding.
- B. **ATTACHMENTS:** There are up to seventeen items that might be required with your application. Include **ONE** copy of each item. Please use the “attachment” checklist on the first page of the application, and put an “**X**” by each item you have included with your application. Applications **without** all necessary items attached, will **NOT** be considered. These items are:
1. IRS tax determination letter 501 (c)(3): This must be a copy of your official letter from the IRS. “Application pending” is not acceptable. If faith-based, letter from sponsoring/parent organization stating your religious affiliation with that group;
 2. Articles of Incorporation and By-Laws (**if applicable**);
 3. The agency’s latest two audit reports (including audit or management letters): If your agency does not have an audit, please attach an explanation by your accountant;
 4. Copy of the minutes of Board meetings at which your two most recent audits or other recent financial information were reviewed and approved by your Board of Directors;
 5. Most recent un-audited financial statement: This document is in addition to or in lieu of an audit report;
 6. Most recent IRS tax form 990 (**if applicable**): This is the tax statement your agency filed with IRS for the calendar year 2007;
 7. Name and address of your agency’s accountant or financial officer;
 8. Organizational chart with key personnel and their titles: The chart should include all paid staff;
 9. Resume for Project Manager: this is the staff person who is responsible for the project for which you are requesting funding. It may or may not be your executive director, depending on his/her responsibilities;
 10. List of the agency’s present Board of Directors, with mailing addresses, terms, and professions/jobs;
 11. Map showing location of project activities or project site;
 12. Letters of support from all agencies or businesses with whom you intend to collaborate: If your application states that your agency will be working with, in collaboration with, in conjunction with, any other organization or business in or outside of the City of Raleigh, a letter must be attached from each organization or business supporting your collaborative efforts. General letters of support, however, from organizations or businesses that are not directly involved with your project will not improve your chances of being funded;
 13. Community Involvement (citizen participation) documentation to include CAC involvement;
 14. Full project Budget;
 15. Full Construction or Acquisition budget (**if applicable**);
 16. Typed one-page summary of organization, including mission statement and history (**if you have not requested funding from the City before**);
 17. Other information supporting the credibility of the project (**if applicable**).
- C. **SIGNATURES:** **No** application will be considered unless it is signed by **BOTH** the executive director and the agency’s board chair.

BASIC INFORMATION SECTION

APPLICANT ORGANIZATION:

1. Legal Name: This is the name of the organization applying for funds, not your name.
2. Street Address: The site address of your project that might be funded.
3. Mailing Address: Include this ONLY if the mailing address is different from the street address
4. Phone Number: Where your organization can be contacted during normal business hours.
5. Federal Tax ID: THIS IS NOT YOUR SOCIAL SECURITY NUMBER. You will find this number on your non-profit tax form or on your 501(c)(3) certificate. Faith-based organizations enter sponsor/parent organization's Federal Tax ID.
6. DUNS number. Federal regulations require all organizations who receive federal funds to have this identification and tracking number. To receive your DUNS number, contact Dun & Bradstreet at 1-888-814-1435 or receive your number online at www.dnb.com.

Please Note: All agencies applying for funds through this application MUST have non-profit status with a 501(c)(3) letter or be a faith-based organization as outlined in the "Equal Participation of Faith-Based Organizations; Final Rule" dated July 9, 2004.

7. Email Address and/or Website: If your agency has an email address and/or an agency website, put it here. If your agency has neither, you may enter your personal email address here. Put "NA" if you do not have access to email.
8. Application Technical Assistance: If your agency received technical assistance in filling out this grant application, please enter the name, business name and phone number of that individual(s). If you did not receive technical assistance, enter "NA."

EXECUTIVE DIRECTOR:

Enter the name of your agency's executive director, phone number and email address where he or she can most easily be contacted.

PROJECT CONTACT PERSON:

Enter the name and information for your agency staff member who will be the contact person for this project, should your application be approved.

PROJECT CONTACT MAILING ADDRESS:

Complete this section ONLY if the information for the "Contact Person" is different from the agency information above.

PROGRAM OR PROJECT:

- a. Name of Project or Program to be funded: Enter the name of the project or activity for which you are requesting funding. This is especially important if the name of the project is different from the name of your agency.
- b. Public Service Activities include children's services, youth education, youth character building, community support, mental health services, etc. Check to the right of ONE category which best describes your project.

"Public Improvement" includes: infrastructure, demolition, clearance, acquisition, code enforcement, historic preservation;

"Public Facility" includes: construction, rehabilitation, acquisition;

"Economic Development" includes: micro enterprise loans; job placement services.

FUNDING REQUESTED:

- a. Total Amount of City Funds Requested: The City of Raleigh will not fund more than 40% of any project budget. The total amount of funding available for all public service projects is approximately \$200,000.
- b. Estimated **Project** Budget for 2008-09: This is the ***total budget*** for your project, not just the amount you requested from the City. Remember, this amount should not be the amount you requested for the project, as requests for greater than 40% of a total project budget will not be considered.
- c. Calculate and enter the percentage of your budget that you expect to receive from the City. If this amount is over 40%, CD will not review your proposal.

PROJECT JUSTIFICATION

A. PROJECT DESCRIPTION:

Provide a brief but complete description of what you are asking to be funded. What activities will be performed? What will be the measurable results? How will various roles be carried out (overall management, administrative duties, financial record keeping, reporting to Community Development Department)?

B. CLIENTELE:

This brief description should cover the total number of clients your agency serves. Include any percentage you may have on record concerning race, family status, age, people with special needs and income levels. If the clientele you serve in the specific project for which you are requesting funding is different from the total clientele you serve, please explain.

C. GOALS, OBJECTIVES, AND OUTCOMES:

The goal is where you want to go. Objectives are the steps to get there. Outcomes are the changes you want to see in your clients after they have received project services.

Characteristics of objectives: **SMART**

Specific, Measurable, Attainable, Realistic, Time-Specific

Objectives provide a foundation by which success can be measured. They provide a means to organize efforts towards accomplishing goals and they provide a set of instructions.

D. PERFORMANCE MEASUREMENT AND DELIVERY COSTS:

Fill in tables 1 and 2 using the examples in the application as guides. Continue to use the SMART principle listed above.

For each project listed in table 1 develop a delivery cost (table 2) analysis. Show how the costs are distributed and how you arrived at that cost. Costs must relate to the project.

NOTE: Goals, objectives, outcomes, performance measurements and delivery cost tables will be transferred to your contract as billing, reporting, and performance requirements if your project is funded. Major changes to any of these items during contract set-up may cause your project to be re-evaluated or suspended. Failure to bill, report or perform to these standards may result in re-call of funds and cancellation of your contract. Therefore, please spend as

much time and effort as you need to present these items as accurately and completely as possible. Contact the Community Development Department if you need Technical Assistance with these items.

E. COMMUNITY INVOLVEMENT - Neighborhood Based Activities:

Outreach to the community where a project is located are an important part of the City of Raleigh's decision-making process when granting federal funding to organizations. We encourage that all applicants applying for funding document how they met this objective. This may be done by attending a CAC meeting and/or a neighborhood association meeting. Letters of support for the project should be included with the application.

F. PROJECT NEED, NEW OR EXPANDED PROJECT:

Briefly describe how the project relates to the City's Five-Year Consolidated Plan priorities. Using the tables provided, list the target population(s) by income group and/or special needs categories. Also, provide the rationale for your project.

The money from the City could represent up to 40% of your project funding. The money from the City is partial support for one year only. Indicate how you will continue the project if you expect it to continue after the first year. If an expanded project, indicate how you will maintain the project at expanded levels in subsequent years. Please explain your funding strategy for the three year period after you receive funds.

G. PROJECT ELIGIBILITY: Community Development Block Grant (CDBG) Federal regulations allow the City to appropriate a maximum of 15% of its CDBG Entitlement allocation for public service activities. The amount available through this program is approximately \$200,000. **Activities involving housing, however, are considered for funding through a separate program: the Joint Venture Loan Program.**

ALL construction activities **MUST** meet local and federal requirements for bidding and procurement, Davis-Bacon, and use of Minority/Women-Owned Business. Construction activities over \$100,000 must meet Section 3 requirements (use of area low income individuals and minority owned businesses).

Note: all agency records produced for projects funded through this RFP **MUST** be maintained for a minimum of **five years**.

To be eligible for funding through the City's CDBG program, activities must meet at least one of the following HUD national objectives:

1. **LMI Limited Clientele:** At least 51% (higher percentages will receive preference) of persons served by your agency for the activity or project funded by CDBG **MUST** be from low- or moderate-income individuals or households or members of one of the following "protected groups": abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS, or migrant farm workers. You **MUST** maintain data that proves the clientele meet this requirement. In the application, please explain what and how you will collect this data..
2. **LMI Area Benefit:** The agency's project must benefit residents in an area where at least 51% of households have low- or moderate-income. Attached is a map of low-income census tracts in Raleigh. If your agency is serving a specific area, you should identify the census tracts or block groups being served. If you do not, you must explain how you will calculate the income levels of people living in that area. Also, a map of the area **MUST** be attached to the application.

3. LMI Jobs: At least 51% of jobs created or retained by your agency will be filled by low- or moderate-income persons. The activity **MUST** explain the types and number of jobs you plan to create, and how you will verify household income.
4. Area Blight: The project you are proposing **MUST** cure conditions of slum and blight in a designated blighted area. This should be an area officially designated as a redevelopment area by the City Council. You must describe the area in detail, and **attach a map** showing its boundaries.
5. Spot Blight: The proposed activity **MUST** cure conditions that are a threat to public health and safety, in a building not located in a blighted area. You **MUST** describe, in detail, the specific conditions that pose a threat and how the end-use of the property will benefit low- and moderate-income persons.

H. ORGANIZATION DESCRIPTION:

PURPOSE AND MISSION STATEMENT: Briefly describe the purpose of the organization. Include the major goals for your agency's work, how it helps the community and the types of community support your agency has. Include your agency's mission statement.

LONGEVITY: All four questions **MUST** be answered.

1. Enter the number of years the organization has been in existence.
2. Enter the number of years the organization has held a 501 (c) (3) certificate or been part of a faith-based organization.
3. Enter the number of years the agency has conducted the project for which funding is requested.
4. (a) If this is a new project or activity for the agency, explain why the project is needed in the Raleigh community and how it fits into your organization's mission.
4. (b) If this is an existing project or activity, presently operated by the agency, explain how and why it will be expanded.

BUDGET INFORMATION

A. AGENCY FUNDING SOURCES:

Enter the different sources of funding for which your agency applied in your current fiscal year, indicate whether the funding request has been approved, and enter the amount of funding applied for or received.

Agency revenues

City of Raleigh: These figures should correspond to any amounts expected to be awarded to your agency by the City in FY 2008-09, including this request.

County: These figures should correspond to any amounts expected to be awarded to your agency by Wake County in FY 2008-09. A county letter should be included giving status.

Triangle United Way: Include your agency's annual allocation and any one-time grants you received. An agency letter should be included giving status.

Grants: Include funding you received from any other agencies, e.g., state, federal, private foundations, etc. A funding letter from each entity should be included giving status.

Fundraising: Include all other revenues expected by your agency, including fundraising activities, donations, etc. Estimate the amount you plan to raise for FY 2008-09. **Your Board of Directors should certify this amount as reasonable and achievable in a separate letter.**

Other Revenues: Include other categories not mentioned above. **Your Board of Directors should certify these revenues as reasonable and achievable in a separate letter.**

Please give some thought to the impact City Funds will have on your project and realistically describe the benefit of the funds.

B. POSSIBLE PROJECT EXPENDITURES: (only those numbered are eligible)

1. Direct Project Support Salary or Wages: This category includes salaries and wages earned by the agency's permanent, temporary, full and part-time employees directly involved in providing the project services. This category includes other employee costs: FICA, workers compensation and other personnel related expense required by law.

Up to 50% of the grant request can be used for this direct salary or wage request. But the City will pay no more than 50% of the total salary or wages of the person or people directly involved in project services – whichever is less.

Example: Total project cost is \$100,000. City of Raleigh grant request \$40,000 (as restricted). Total available for direct salary or wages support \$20,000. Project requires a full-time project manager whose total project related wages and benefit cost will be \$35,000 for the first year. The total allowable wage request in this example is \$17,500.

2. Contracted Services: Include fees directly related to the operation of your agency. Include fees for audits, legal work, independent accounting, consultants and any other contractors.

Professional fees such as lawyer's contract review fees are not eligible for City reimbursement.

CDBG funds cannot be used for grant writing activities.

3. Fundraising and Recognition: Include fees to a professional fundraising organization or individual, or costs associated with agency fundraising activities; and funds for awards or recognition activities for volunteers, staff or clients.

The following activities are not eligible for City funding - Telephone and Postage: local, long distance, fax, cell phones, and 800 service charges. Postage includes regular postage, parcel post, freight, bulk mail, and shipping charges.

4. Project supplies and printing: Include any supplies used by the agency for this project; printing of any materials in-house or professional printing costs; marketing materials and paid advertisements or any other costs associated with the marketing of the project. Only project specific office supplies and printing are eligible for funding. **General agency office expenses are not eligible.**

The following activities are not eligible for City funding - Dues and Subscriptions: the cost of subscriptions or membership dues paid for staff to be part of organizations relevant to the agency; dues for agency membership and dues to any national affiliates.

The following activities are not eligible for City funding - Travel and Training: costs for leasing vehicles, payments on vehicles, vehicle gas and oil, vehicle repairs and maintenance, and mileage and travel costs reimbursed to staff; cost of classes, seminars, workshops, etc. for staff; cost of hotels, meals and travel incurred during travel or training; and costs associated with the agency hosting a conference or training session.

5. Maintenance and Repair: Include maintenance contracts, supplies for the upkeep of building and grounds, housekeeping supplies used by the agency to support the project, and payments for minor repairs. Only project specific maintenance and repair is eligible for funding.

The following activities are not eligible for City funding -Rent and Utilities: rent, mortgage payments, real estate taxes, personal property taxes, parking fees, and any costs associated with agency utilities.

The following activities are not eligible for City funding - Insurance and Bonds: any additional insurance premiums or bonds (not included under “Personnel”) necessary to carry out the mission of the agency or projects of the agency, including general and liability insurance, vehicle insurance, property insurance, etc.

6. Capital Outlay: (equipment and purchases): Include any costs associated with the lease or purchase of equipment or payments due this fiscal year, or associated with the purchase of office equipment paid from the agency’s operating budget that are project specific, e.g. a new copier is purchased for the agency and 50% of its use will be for the project. With proper documentation, 50% of the cost can be funded using this line item.

7. Construction or Acquisition: (The Total from Section C construction or acquisition should be entered on this line.) Include acquisition of property, engineering and architectural fees, impact fees, permits and inspection fees, appliances and special materials related to construction or rehabilitation of a building, the costs of construction or rehabilitation of a building, infrastructure, and any other items associated with construction or acquisition for non-residential purposes. **The application is NOT for the acquisition, construction or rehabilitation of housing.**

8, 9, 10 Miscellaneous Expenses: These must be project related and not referenced above. Please check with the Community Development Department before entering miscellaneous expenses in your application. Remember to submit a complete project budget as an attachment to your application.

C. CONSTRUCTION OR ACQUISITION:

Construction or Acquisition: Include acquisition of property, engineering and architectural fees, impact fees, permits and inspection fees, appliances and special materials related to construction or rehabilitation of a building, the costs of construction or rehabilitation of a building, infrastructure, and any other items associated with construction or acquisition.

The application is NOT for the acquisition, construction or rehabilitation of housing.

Note: all agency records on funded projects MUST be maintained for a minimum of five years after close-out of the project.

Date: January 2006

VII. Subgrantee References

The following documents contain requirements for non-profit organizations receiving federal funds. These are available electronically from the Community Development Department website www.raleighnc.gov > Departments > Community Development > What's New (item one).

- a. **OMB CIRCULAR - A-110**, Revised and Amended, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations."
- b. **OMB CIRCULAR - A-122**, Revised and Amended, "Cost Principles for Non-Profit Organizations."
- c. **OMB CIRCULAR - A-133**, Revised, "Audits of States, Local Governments, and Non-Profit Organizations."
- d. **24 CFR Parts 5 and 570** "Equal Participation of Faith-Based Organizations; Final Rule" July 9, 2004".

The Application follows. Submit only the application and required attachments.



City Of Raleigh
North Carolina

COMMUNITY DEVELOPMENT DEPARTMENT

APPLICATION FOR FUNDING

COMMUNITY ENHANCEMENT PROGRAM GRANT

FISCAL YEAR 2008-09

Community Development Department
310 W. Martin Street
Post Office Box 590
Raleigh NC 27602
919-857-4330

CHECKLIST

Organization must provide a SIGNED ORIGINAL, PLUS ONE ELECTRONIC COPY of the application

The following items in the application are complete:

1.	Project Applicant Information	
2.	Project Goals and Objectives using outcomes	
3.	Meets the City's Five-Year CDBG Consolidated Plan	
4.	Meets a HUD National Objective	
5.	Serves Low-/Moderate-Income Clientele or Protected Groups	
6.	Project Schedule	
7.	Agency Description Complete	
8.	City budget line items request complete	
9.	Percent of Funding by City (enter actual percentage)	%
10.	Signatures complete	

Also, please provide one copy of each of the following attachments:

Attached

1.	IRS tax determination letter if 501(c)(3) or statement from parent/religious organization if a faith-based group stating religious affiliation with parent group	
2.	Articles of Incorporation and By-Laws, if applicable	
3.	The agency's two latest audit reports (including audit or management letters)	
4.	Copy of the minutes of Board meetings at which your two most recent audits or other recent financial information were reviewed and approved by the Board of Directors	
5.	Most recent un-audited financial statement	
6.	Most recent IRS tax form 990	
7.	Name and address of accountant or chief financial officer if you do not use a CPA	
8.	Organizational chart with key personnel and their titles	
9.	Resume for Project Manager (staff person responsible for the project being funded)	
10.	Agency's present Board of Directors, with mailing addresses terms and jobs	
11.	Map showing location of project activities or project site	
12.	Letters of support from all agencies or businesses with whom you intend to collaborate	
13.	Community Involvement (citizen participation) documentation	
14.	Full Project budget	
15.	Full Construction or Acquisition budget (if applicable)	
16.	One-page organizational summary, recent and ongoing projects, as well as any organizational literature such as brochures (if not funded before by City)	
17.	Other information and/or documentation supporting the credibility of the project	

You may be asked to provide additional information as follows, but not limited to: zoning verification, disclosure of potential conflict of interest, personnel policy, job descriptions, ADA policy, purchasing policy and fund balance.

To the best of my knowledge and belief, all data elements in this application are true and current. The governing board of the applicant has authorized the application.

Executive Director (Please print or type)

Executive Director Signature

Date

Board Chairman (Please print or type)

Board Chairman Signature

Date

BASIC INFORMATION

APPLICANT ORGANIZATION:

Legal Name of Organization	
Street Address (include city and Zip Code)	
Mailing Address (if different from above)	
Phone Number	
Federal Tax ID	
DUNS Number	
Email and/or Website	

Application Technical Assistance: (individual)	
Agency or Business Name	
Phone Number	

EXECUTIVE DIRECTOR:

Name	
Phone Number	
Email Address	

PROJECT CONTACT PERSON:

Name	
Title	
Phone Number	
Email Address	

PROJECT CONTACT MAILING ADDRESS *(If different from above):*

Mailing Address (include city and Zip Code)	
---	--

PROGRAM OR PROJECT

Name of Project or Program to be funded	
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Check the ONE that best describes your Project or Program:

Basic Needs	<input type="checkbox"/>	Children's Services	<input type="checkbox"/>	Youth Education	<input type="checkbox"/>
Community Support	<input type="checkbox"/>	Mental Health	<input type="checkbox"/>	Youth Character Building	<input type="checkbox"/>
Senior Services	<input type="checkbox"/>	Family Support	<input type="checkbox"/>	Persons with Disabilities	<input type="checkbox"/>
Substance Abuse	<input type="checkbox"/>	Crime Prevention	<input type="checkbox"/>	Physical Health	<input type="checkbox"/>
Cultural Programs	<input type="checkbox"/>	Environment	<input type="checkbox"/>	Employment & Training	<input type="checkbox"/>
Public Improvement	<input type="checkbox"/>	Public Facility	<input type="checkbox"/>	Economic Development	<input type="checkbox"/>
Other	<input type="checkbox"/>				

FUNDING REQUESTED:

Total Amount of City Funds Requested	\$
Estimated Project Budget for 2007 – 2008	\$
Percent of Budget to be funded by City of Raleigh	%

No project will be funded with City funds in excess of 40%.

INDICATE IF YOUR ORGANIZATION IS:

Minority-owned or – controlled (at least 51%) business Enterprise (MBE)	<input type="checkbox"/>
Women-owned or –controlled (at least 51%) business enterprise (WBE)	<input type="checkbox"/>
Community Housing Development Organization (CHDO)	<input type="checkbox"/>

THE CITY OF RALEIGH RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS.

PROJECT JUSTIFICATION

A. PROJECT DESCRIPTION:

Briefly describe the project for which you are requesting funding.

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B. CLIENTELE:

Briefly describe the make-up of your clientele, i.e., their needs, number of clients, race, family status, age, special needs, income level:

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C. GOALS AND OBJECTIVES for FY- 2008-09:

For Objectives be SMART – Specific, Measurable, Attainable, Realistic, Time-Specific

Goal 1 (Name)	
Objectives:	Outcomes:
1.	
2.	

Goal 2 (if applicable)	
Objectives:	Outcomes:
1.	
2.	

Goal 3 (if applicable)	
Objectives:	Outcomes:
1.	
2.	

D. PERFORMANCE MEASUREMENT AND DELIVERY COSTS:

Fill in tables 1 and 2 using the examples as guides.

Table 1: Performance Measurement

Project instruction	What	How	How will you measure Success?	Cost to Deliver Project
Identify by name the project for which you are seeking CDBG investment. Place only one project in a box.	Provide a brief description of the project. Are you providing training? One-to-one counseling? Direct services?	Describe in what fashion your project will be carried out. What kinds of services or activities are provided? Transportation, classes, counseling, support groups, etc? How many clients served? What is covered in the sessions? What is the curriculum? etc.	These are the outcomes that will help you determine how successful the project is. Identify what you are trying to achieve with your project and tell us how you will measure it. You must have at least one measure per activity.	Indicate how much it will cost to deliver the proposed project. How much of this is CDBG and how much is from other sources? Please see Table # 2 to arrive at the cost to deliver the project.
<i>Example:</i>	<i>Credit Counseling</i>	<i>Each month, 10</i>	<i>75% of participants</i>	<i>Course will cost</i>

<i>Credit Counseling Class</i>	<i>class to assist residents in transition to permanent housing and become more financially stable by teaching budgeting, saving, banking and debt management.</i>	<i>individuals will participate in 8 hours (2 hrs/week) of credit counseling. Participants will review their credit report, create a family budget and identify financial goals.</i>	<i>will improve their scores on test that is given before the class and after the class. 25% of participants will achieve at least one of their financial goals in 6 months and 5% of the participants will become homeowners within 12 months of course completion as reported in follow-up and tracking sessions.</i>	<p>\$9,000.</p> <p><i>Participants pay \$10 per course for total revenue of \$1200.</i></p> <p><i>Net project cost will be \$7800. CDBG cost to deliver project will be \$3600 (40%).</i></p>
Your Project	What	How	How will you measure Success?	Cost to Deliver Project

Table 2: Delivery Cost

For each project listed in Table 1, show how costs are determined. What does it cost to run a project and how did you arrive at that cost? Costs must relate to overall costs to run the project.

Example

Project: Credit Counseling Class

Cost Elements	Cost (\$)	Quantity/Unit of measure	Subtotal (\$)
Credit Counseling Teacher – in class	\$25.00	96 hours (8hrs/mth x 12 months)	\$2,400.00
Credit Counseling Teacher – class prep	\$25.00	48 hours (4hrs/mth x 12 months)	\$1,200.00
Credit Counselor—one-on-one	\$20.00	120 hours (10 hrs/mth x12 mths)	\$2,400.00
Materials	\$25.00	120 course packets/credit reports	\$3,000.00
		Total	\$9,000.00

Complete these tables as needed (you must fill out at least one Cost Delivery table)

Project 1

Name:

Cost Elements	Cost (\$)	Quantity/Unit of measure	Subtotal (\$)
		Total	

Project 2 (if applicable)

Name:

Cost Elements	Cost (\$)	Quantity/Unit of measure	Subtotal (\$)
		Total	

Project 3 (if applicable)

Name:

Cost Elements	Cost (\$)	Quantity/Unit of measure	Subtotal (\$)
		Total	

E. COMMUNITY INVOLVEMENT:

Describe how your agency has involved the community/neighborhood in the development of this application. How have you presented the proposed project to community organizations and area residents? Have you presented this project to any Raleigh neighborhood Citizen Advisory Councils? Provide documentation as an attachment.

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F. PROJECT NEED, NEW OR EXPANDED PROJECT:

Explain the need the project or expansion of the project will address. Explain how this particular project or expansion will address the need, and explain why now is the time to address the problem. Explain how the project will alleviate the stated need. Answer the following questions:

1. Problem

What specific community development problem will your project address? Describe how addressing the problem relates to the City's Five-Year Consolidated Plan Priorities.

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Please qualify the nature and extent of the problem you propose to address. How has the problem been quantified? List and describe any studies and/or Census data and/or market data used to determine that the problem requires action now. Projects that cannot effectively quantify the problem will be ranked lower.

2. Target Population

Complete the following tables to the best of your ability. Show numbers of clients, not percentages, in each category. Current income limits are listed in the first table below for LMI households.

	Family Size							
	1	2	3	4	5	6	7	8
Percent of Area Median Income								
10%	\$5,000	\$5,750	\$6,450	\$7,150	\$7,750	\$8,300	\$8,900	\$9,450
20%	\$10,000	\$11,450	\$12,900	\$14,300	\$15,450	\$16,600	\$17,750	\$18,900
30%	\$15,050	\$17,200	\$19,350	\$21,500	\$23,200	\$24,950	\$26,650	\$28,400
40%	\$20,050	\$22,900	\$25,800	\$28,650	\$30,950	\$33,200	\$35,500	\$37,800
50%	\$25,050	\$28,650	\$32,200	\$35,800	\$38,650	\$41,550	\$44,400	\$47,250
60%	\$30,060	\$34,380	\$38,640	\$42,960	\$46,380	\$49,860	\$53,280	\$56,700
70%	\$35,050	\$40,100	\$45,100	\$50,100	\$54,150	\$58,150	\$62,150	\$66,150
80%	\$40,100	\$45,850	\$51,550	\$57,300	\$61,900	\$66,450	\$71,050	\$75,650
90%	\$45,100	\$51,550	\$58,000	\$64,450	\$69,600	\$74,750	\$79,900	\$85,050
100%	\$50,100	\$57,300	\$64,450	\$71,600	\$77,350	\$83,050	\$88,800	\$94,500

Number of Persons or Households Served, by Income Group

Check whether counting: Persons _____ or Households _____

Year	<30% of median	31 – 51% of median	51-80% of median	Total
2007/2008 (actual)				
2008/2009 (as now projected)				
2009/2010 (target)				

Numbers of Special Needs Clients

Year	Elderly (over 65)	Disabled (not Elderly)	HIV/AIDS	Homeless
2007/2008 (actual)				
2008/2009 (as now projected)				
2009/2010 (target)				

3. Project Rationale

How, specifically, will your project address the identified problem? Provide evidence that the proposed project will mitigate the identified problem.

4. City of Raleigh funding will be granted for the initial funding or expansion of a project. Explain how you will budget for or support this project in the next three years.

G. PROJECT ELIGIBILITY

Community Development Block Grant:

To be eligible for Community Development Block Grant (CDBG) federal funds, project activities must meet one of the HUD national objectives. Check **one** statement only.

1. LMI Limited Clientele: At least 51% of persons served will be from low- and moderate-income households or be members of at least one of the “protected groups” explained in the instructions. Explain below how you will determine household income.
2. LMI Area Benefit: The project will benefit residents in an area where at least 51% of households have low or moderate income. Describe the area below and attach a map showing its boundaries.
3. LMI Jobs: At least 51% of jobs created or retained will be filled by persons from low- or moderate-income households. Explain below how you will determine household income.
4. Area Blight: The project will cure conditions of slum and blight in a designated blighted area. Describe the area below and **attach a map** showing its boundaries.
5. Spot Blight: The project will cure conditions that are a threat to public health and safety in a building not located in a blighted area. Describe below the specific conditions that pose a threat and how the end use will benefit low- and moderate-income persons.

Explanation of choice 1 – 5 above and how you will collect required data:

H. ORGANIZATION DESCRIPTION

Briefly describe the purpose of the organization:

Mission Statement of organization:

Longevity

1.	Number of years in business	<input data-bbox="1437 1543 1523 1583" type="text"/>
2.	Number of years operated as a 501(c)(3) or faith-based organization	<input data-bbox="1437 1583 1523 1623" type="text"/>
3.	Number of years conducting the project for which funding is requested	<input data-bbox="1437 1623 1523 1663" type="text"/>

4. (a) If this is a new activity or project, please explain how it fits into your organization’s mission and why it is needed in Raleigh:

4. (b) If this is an **expansion** of an existing project, please explain the need for and how you will accomplish the expansion:

BUDGET INFORMATION

A. AGENCY FUNDING SOURCES: List funding amounts received or applied for from other sources available to your agency during fiscal year 2008-09.

Agency	Approved Y/N	Amount	Supporting letter(s) attached
City of Raleigh, CD CDBG		\$ (this request)	
Other City of Raleigh			
Wake County			
United Way			
Other Grants			Board letter
Fundraising Activities			Board letter
Other Revenue source 1			Board letter
Other Revenue source 2			Board letter
Total Agency Revenues			

Explain the need for City funding in carrying out the proposed project or project.

B. ELIGIBLE PROJECT EXPENDITURES*: (You cannot use this grant money for: Personnel, Professional fees, Grant writing fees, Telephone and Postage, Dues and Subscriptions, General agency office supplies, Travel and Registration fees, Rent and Utilities, Insurance and Bonds)

Expenditure	City of Raleigh CDBG funds requested (\$)
1. Direct Project Support Salary or Wages	
2. Contracted Services	
3. Fundraising & Recognition	
4. Project supplies & printing	
5. Maintenance & repair	
6. Capital Outlay**	
7. Construction or Acquisition	
8. Miscellaneous Expenses 1	
9. Miscellaneous Expenses 2	
10. Miscellaneous Expenses 3	
Total City of Raleigh CDBG funds requested (\$)	

* **Submit a complete Project Budget as an attachment to this application.**

** If City funds are to be used for equipment purchase, please explain your bidding process or procurement procedures on a separate page, including plans to include minority businesses, and experience with Davis-Bacon Act and Section 3.

C. CONSTRUCTION OR ACQUISITION: (Non-residential facilities only. Construction or land acquisition projects for public facilities should be submitted separately from project operations.)

Expenditure	City of Raleigh CDBG funds requested (\$)
Acquisition of land	
Engineering/Architectural Fees	
Impact Fees	

Permits & Inspection Fees	
Appliances/Special Materials	
Landscaping	
Construction/Rehabilitation***	
Infrastructure (describe below)	
Miscellaneous Expense 1	
Miscellaneous Expense 2	
Total Construction or Acquisition Costs	

*** Non-residential only.

ENTER THE “TOTAL CONSTRUCTION OR ACQUISITION COSTS” ON LINE 6 OF THE TABLE IN “B” ABOVE.

Submit full construction or acquisition budget as an attachment to this application

Submit last two audit reports (with any management letters) as attachments to this application